



CITY OF LONG BEACH
DEPARTMENT OF DISASTER PREPAREDNESS AND
EMERGENCY COMMUNICATIONS
TRANSFER/PROMOTIONAL OPPORTUNITY
PAYROLL/PERSONNEL ASSISTANT II (Classified)
\$17.011 – \$23.263 per hour

THE POSITION

The Department of Disaster Preparedness and Emergency Communications has an immediate opening for a full-time Payroll Personnel Assistant II. This position reports to the Administration Manager and provides payroll/personnel support services to the Department.

EXAMPLES OF DUTIES

- Responsible for payroll/personnel functions for a department of approximately 90 employees;
- Enters time, reviews time record reports and resolves discrepancies;
- Prepares various payroll/personnel documents and forms including HR-1s and time corrections;
- Serves as Department's Return to Work Coordinator;
- Processes injury reports and generates Workers' Compensation and non-industrial injury documents and correspondence;
- Processes/tracks FMLA/CFRA requests for leave and reviews FMLA/CFRA documents for completeness;
- Sorts and distributes paychecks, flyers, W-2's, etc.;
- Assists employees with information related to health/dental insurance, tax withholding, and various payroll/personnel related matters;
- Consults with City Departments on matters affecting department employees;
- Performs other related duties as required.

APPLICATION PROCESS

Interested candidates must submit a letter of interest and résumé with detailed work experience to:

Leslie Untener, Administration Manager
Department of Disaster Preparedness and Emergency
Communications
Leslie.Untener@longbeach.gov

Submissions must be received by **4:30PM, Friday, April 8, 2016**. Candidates meeting the minimum requirements will be invited to participate in the selection process, which will include an oral interview by a selection panel and may include a performance exercise.

MINIMUM REQUIREMENTS

- This position is open to current City of Long Beach employees with classified status as a Payroll/Personnel Assistant and those reachable on the Civil Service eligibility list;
- Ability to multi-task;
- Strong attention to detail;
- Ability to work within deadlines;
- Exceptional verbal, written and customer service skills;
- Ability to maintain confidentiality in a professional manner;
- Highly flexible and adaptable with respect to changing priorities;
- A valid California Class C driver license.

DESIRABLE QUALIFICATIONS

- Experience with City of Long Beach payroll and personnel systems including Bluezone, HRMS/Lifeview, iVOS etc.

This information is available in an alternative format by request to the Department of Public Works Personnel Division at (562) 570-9490. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-9490.

An equal opportunity employer, the Department of Disaster Preparedness and Emergency Communications values and encourages diversity in its workforce.